

KERALA PUBLIC SCHOOLS
ACADEMIC YEAR 2020-21
HOME ASSIGNMENT



CLASS :VII
DATE: 23.05.2020 to 06.06.2020

SUBJECT	ASSIGNMENT															
MATHS	<p>Chapter – 10. Percentage EX - 10 (A) EX - 10 (B) EX - 10 (C)</p> <p>Chapter – 11. Profit and loss EX – 11 (A)</p>															
SCIENCE	<p>Chapter: Acid Bases and Salts</p> <ol style="list-style-type: none"> Read the chapter and underline important words and write it in your notebook. Write key terms in notebook at the end of the chapter. Write exercise questions and answers given at the end of the chapter in your notebook. Fill in the blanks and MCQs type questions should be answered in textbook only. <p>A. Very short answers</p> <ol style="list-style-type: none"> Name two naturally occurring acids with their source? Ans. (i) Acetic acid - vinegar (ii) Maleic acid - apple How does Litmus detects an acidic and basic solutions? Ans. A blue Litmus Paper turns red in acidic solution while a red litmus paper turns blue when dipped in basic solution. How does an indicator differentiate an acid and a base? Ans. An indicator gives different colour with acids and bases. Name the base used in antacids? Ans. Magnesium hydroxide. When a red litmus paper is dipped in a solution it turns blue. What is a nature of the solution? Ans. The solution is basic in nature. <p>B. Short answer type question</p> <ol style="list-style-type: none"> Why does a turmeric stain turns red when washed with a soap? Ans. Turmeric is a natural indicator and soap is basic in nature hence turmeric stains turn red when washed with soap. Complete the following table. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S.No</th> <th style="text-align: center;">Substance</th> <th style="text-align: center;">Effect on Turmeric Paper</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(i)</td> <td style="text-align: center;">Lemon Juice</td> <td style="text-align: center;">Yellow</td> </tr> <tr> <td style="text-align: center;">(ii)</td> <td style="text-align: center;">Orange Juice</td> <td style="text-align: center;">Yellow</td> </tr> <tr> <td style="text-align: center;">(iii)</td> <td style="text-align: center;">Soap Solution</td> <td style="text-align: center;">Reddish Brown</td> </tr> <tr> <td style="text-align: center;">(iv)</td> <td style="text-align: center;">Milk of Magnesia</td> <td style="text-align: center;">Reddish Brown</td> </tr> </tbody> </table> <ol style="list-style-type: none"> What is neutralization reaction? Ans. The reaction in which an acid and a base reacts to form a neutral salt is called neutralization reaction. 	S.No	Substance	Effect on Turmeric Paper	(i)	Lemon Juice	Yellow	(ii)	Orange Juice	Yellow	(iii)	Soap Solution	Reddish Brown	(iv)	Milk of Magnesia	Reddish Brown
S.No	Substance	Effect on Turmeric Paper														
(i)	Lemon Juice	Yellow														
(ii)	Orange Juice	Yellow														
(iii)	Soap Solution	Reddish Brown														
(iv)	Milk of Magnesia	Reddish Brown														

4. What is an indicator?

Ans. Indicator is a special kind of substance that give different colour with acids and bases.

5. How is acidic soil treated?

Ans. Acidic soil is treated with limestone. Limestone is a base and it neutralizes the acidic nature of soil.

C. Long answer type questions

1. Mention two characteristic of acids bases and indicators.

Ans. Acids-

(i) Acids are sour in taste.

(ii) They turn blue Litmus Paper red.

Bases-

(i) Bases are bitter in taste.

(ii) They turn red litmus paper blue.

Indicator-

(i) Indicators are used to test the acidic and basic nature of substance

(ii) They give different colours with acids and bases.

2. How is Litmus obtained?

How would you use a Litmus paper to differentiate the given solutions of dilute hydrochloric acid and ammonium hydroxide?

Ans. Litmus is obtained from Lichens. In dilute solution of hydrochloric acid blue Litmus Paper turns red. In a solution of Ammonium hydroxide red litmus paper turns blue

3. What are synthetic indicators? Name the synthetic indicator that turns red in acidic medium?

Ans. Synthetic indicators are synthesised in laboratories.

Methyl orange indicator turns red in acidic medium.

4. What is an exothermic reaction?

Give an example.

Ans. Reaction in which heat is evolved is called exothermic reaction.

Example:

Sodium hydroxide+ Hydrochloric acid \rightarrow Sodium chloride + water + heat.

$(\text{NaOH}) + (\text{HCl}) \rightarrow (\text{NaCl}) + (\text{H}_2\text{O}) + \text{Heat}$

5. Give reason for the following:

a) The toothpaste prevents tooth decay.

Ans. Toothpaste contains base. This base neutralizes the acid produced by the germs and prevents tooth decay.

b) Baking soda paste advice to rub on a bee sting.

Ans. Bee sting contains formic acid and baking soda is a base. Hence to neutralize the formic acid in bee sting it is advice to rub baking soda on it.

D. Choose the correct answer.

1. The acid found in spinach is

Ans. c) Oxalic acid

2. A solution turns China rose solution into dark pink. Its nature is

Ans. a) Acidic

3. Neutralization reaction is a/an

Ans. b) Exothermic reaction

4. An antacid in the body

Ans. b) neutralises excess acid

5. Acidic soil can be made fit for cultivation by treating it with

Ans. c) both (a)and (b)

	<p>E. Fill in the blanks</p> <ol style="list-style-type: none"> 1. Litmus is obtained from <u>Lichens</u>. 2. A <u>basic solution</u> turns red litmus paper into blue. 3. China rose imparts <u>green</u> colour in basic medium. 4. Phenolphthalein remains colourless in <u>acidic</u> medium. 5. <u>Neutral</u> substances are neither acidic nor basic in character. <p>F. State true or false</p> <ol style="list-style-type: none"> 1. A litmus paper changes its colour in neutral solution. (False) 2. Acids are bitter in taste and Soapy to touch. (False) 3. A salt formed by the neutralisation reaction is always basic in nature. (False) 4. Indicator changes their colour in acidic and basic medium. (True) 5. An acid and an indicator neutralise each other and form a salt. (False) <p>G. Match the following</p> <ol style="list-style-type: none"> 1. Tartaric acid - (c) tamarind 2. Sodium hydroxide - (e) soap solution 3. Litmus - (b) lichens 4. China rose - (a) natural indicator 5. Phenolphthalein - (d) synthetic indicator <p>H. High order thinking skills</p> <ol style="list-style-type: none"> 1. How can you test if a given colourless liquid is an acid or a base without tasting it? Ans. We can use Litmus Paper test to test the nature of the colourless liquid. If the red litmus paper turns blue then it is a basic solution and if blue Litmus Paper turns red then it is an acidic solution. 2. In a solution 'X' when red litmus paper is dipped in, it remained red. What is the nature of solution 'X'? What colour would it impart if tested with China rose indicator? Ans. Solution 'X' is acidic in nature. It will impart dark pink colour if tested with China rose indicator.
<p>HINDI</p>	<p>साहित्य</p> <ol style="list-style-type: none"> 1. पाठ 6 'जापान से मित्र को पत्र' को पढ़कर उसमें से दस कठिन शब्दों को अपनी उत्तर पुस्तिका में लिखें I 2. दिये गए शब्दों के अर्थ लिखें I ज्ञात, प्रतिस्पर्धा, मानसिक, पर्णकुटी, भंगिमा, अनुभूति, रफ़्तार, मिथ्या, अनंतकाल, विस्तृत 3. संक्षेप में उत्तर दें I क) लेखक ने जापान में आकर किसे निकट से देखने का प्रयास किया है ? ख) जापान में चाय पीने की विशेष विधि को क्या कहते हैं ? ग) जापानी मानसिक रोगी क्यों बनते जा रहे हैं ? घ) लेखक अपने जापानी मित्र के साथ कहाँ गया ? 4. निम्नलिखित प्रश्नों के उत्तर लिखें I क) जापान में चाय पीने के दौरान लेखक को क्या अनुभूति हुई ? ख) प्रायः हम किस प्रकार जीते हैं ? हमें किस काल में जीना चाहिए और क्यों ?

भाषा

1. निम्नलिखित काव्यांश को पढ़कर दिए गए प्रश्नों के उत्तर लिखें I

झम-झम, झम-झम मेघ बरसते हैं सावन के,
छम-छम-छम गिरती बूँदें तरुओं से छन के I
चम-चम बिजली चमक रही रे डर में छन के,
थम-थम दिन के तम में सपने जगते मन के II
पंखों से रे, फैले-फैले ताड़ों के दल,
लम्बी-लम्बी अंगुलियाँ हैं, चौड़े करतल I
तड़-तड़ पड़ती धार वारि की उन पर चंचल,
टप-टप झरती कर मुख से जल बूँदें झलमल II
नाच रहे पागल हो ताली दे-दे चल दल,
झूम-झूम सिर नीम हिलाती, सुख से विकल I
हर सिंगार झरते बेला-कलि बढ़ती प्रति पल,
हँस मुख हरियाली में खगकुल गाते मंगल II

- क) काव्यांश में किस ऋतु का वर्णन किया गया है ?
ख) पानी की बूँदें कहाँ से छनकर गिर रही हैं ?
ग) ताड़ के पेड़ों के पत्ते कैसे दिखाई दे रहे हैं ?
घ) इस ऋतु में मंगल गायन करते कौन दिखाई दे रहे हैं ?
ङ) 'वारि' शब्द के 2 पर्यायवाची लिखें I

ENGLISH

CH- 5 Articles and Determiners

*Determiners definition:- Determiner can be defined as "A modifying word that determines the kind of reference a noun or noun group has, for example a, the, every."

*** How to differentiate Determiners from Adjectives:-**

It is quite difficult to differentiate between determiners and adjectives because some functions of both are same. Both are used to modify a noun or noun phrase. However, both can be differentiated from each other by their other functions such as; determiners are used before nouns to give information to the readers about noun whereas adjectives are used to modify nouns to get further details about noun as well as complement the object or subject in the sentence. Determiners cannot be graded like adjectives.

***TYPES OF DETERMINERS:-**

1. ARTICLES:-

It is a most common type of determiner which is used to express definiteness and specificity of a noun in the sentence. Some of the articles used in English are 'the' (called as definite article used to indicate specific nouns), 'a' and 'an' (called as indefinite articles and used to indicate unspecific nouns).

For example:

The lion is roaring very angrily.

My friend want to become an ideal student.

2. Demonstratives:-

These Determiners are used as pointers of a particular noun in order to indicate the position or location of a noun in the sentence. Some of the demonstrative determiners are like here, there, this, that, these, those, etc.

For example:

#This is a cat.

#That is a doll.

3. Quantifiers:-

Quantifiers are used in the sentence in order to express the quantity such as many, few, enough, little, much, most, any, some, any, etc.

For example:

He bought many chocolates.

Only few children want to go on the tour.

4) Interrogatives:-

Interrogative determiners are used to ask questions such as what, which, whose etc.

For example:

What you want to do?

Which school should I join?

Whose clothe you have wore?

5) Possessives:-

Possessives determiners are different from possessive pronouns (can be independent or can stand alone) and used in the sentence to express ownership of a noun. Some of the possessive determiners are like his, her, my, mine, our, their, your, etc

For example:

This is mine.

My mom is very simple and kind.

I am going to receive your mother.

6) Distributive Determiners:-

Distributive Determiners are words that give information about the noun in a clause or sentence. They may refer to a group or every individual in the group. Some of the examples/words/list of distributive determiners are- each, every, all, either and neither, etc.

For example:

‘Each’ and ‘Every’ talk about the individual members of a group.

‘All’ collectively talks about the whole group.

*Go through the explanation of the chapter carefully and thoroughly.

Solve Exercise A-K in your textbooks.

Exercise B,C,E,J,H,K to be done in the fair notebooks.

Note:-

* **Margin to be drawn before beginning a chapter**

* **Don't use a black pen for headings or underlining**

* **Date to be mentioned**

* **Use gel pens**

* **Write neatly and follow the letter formation**

Ch- 4 PRONOUN – NUMBER , GENDER AND CASE

Note: All work to be done in English notebook.

- Read the chapter; take help from the previous class notebook.
- Read and understand all different types of pronouns(Personal, Possessive, Demonstrative, Interrogative, Reflexive , Emphatic, Relative, Distributive, Reciprocal and Indefinite Pronouns) .(Refer your grammar book) .
- Read & learn the tables depict the different forms of Personal pronouns(pg-29), Possessive pronouns(pg-30), Demonstrative pronouns(pg-31), Reflexive Pronouns(pg-32), Relative Pronouns(pg-34), Indefinite pronouns(pg-37)
- Solve the following exercises and write them in your notebook.

Exercise A: Fill in the blanks with appropriate pronouns.

1. I could do many things _____ even when I was child.
2. Why don't you go with _____ to the fair?
3. Seema is my classmate, _____ is participating in the music competition.
4. Can _____ open the window please?
5. The dog fell from the stairs and hurt _____ .

Note: Solve the exercise B,D,E,G,H,I in your text book.

Exercise C: Fill in the blanks using appropriate personal and possessive pronouns.

1. _____ am worried about his health.
2. _____ wanted to talk to _____ about _____.
3. That book of _____ has become very popular.
4. The house is not _____ but _____.
5. Her music performance made _____ forget everything else.

Exercise F: Fill in the blanks with relative pronouns.

1. God helps those _____ help themselves.
2. That is the girl _____ won the race.
3. Listen to _____ he is saying.
4. This is the painting _____ won the first prize.
5. Do you know the student _____ comes from Mathura Road?
6. Where is the mobile phone _____ you bought recently?
7. I no longer believe _____ you say.

Exercise J: Choose the correct option and fill in the blanks.

1. Does _____ have a pencil? (no one/anyone)
2. Rita bought _____ she liked at the fair. (nothing/everything)
3. _____ of you must bring a bottle of water.(Each/Any)
4. I did not see _____ from my school at the Science festival. (everybody/anybody)
5. _____ of you can come along with me to the Principal's room.
(Either/Every)

Exercise H: Fill in the blanks with appropriate pronouns and write their types.

1. Do you want to speak to _____ ? _____
2. I _____ heard her to say that. _____
3. _____ was a cold and dark night. _____
4. This is the dress _____ was bought by aunt. _____
5. We often deceive _____ . _____
6. _____ expressed his ideas clearly . _____
7. Suman had got gifts for _____ as well as for all of us. _____

PARAGRAPH WRITING

A paragraph is a number of sentences written on a selected topic and developed on one central theme. The essential characteristics of a paragraph are as follows:

UNITY—A paragraph should deal with a single thought which is usually introduced by the lead sentence, that is the first sentence of the paragraph.

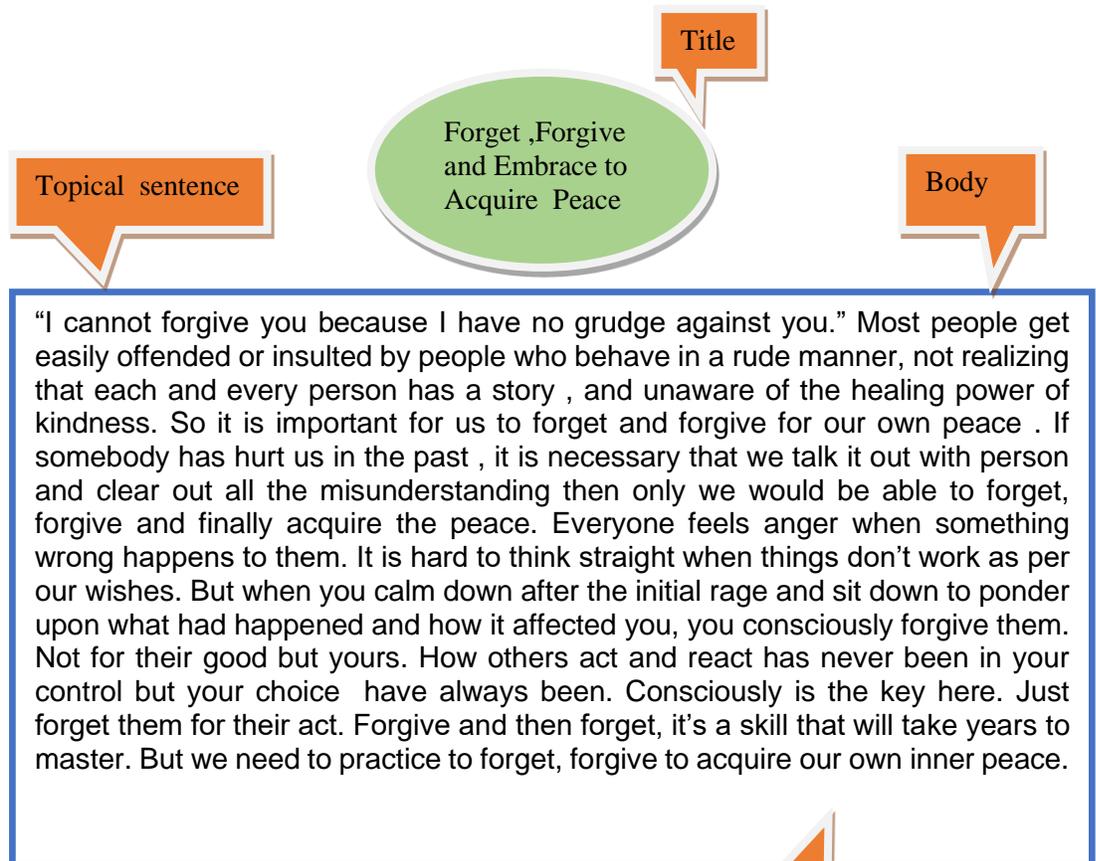
ORDER--- The idea expressed in the paragraph should be logically arranged and well connected with one another.

VARIETY ---- A paragraph deals with only one theme. Therefore, by variety what is meant is the variety of points and facts related to the topic, which make up the paragraph.

The process of writing a paragraph:

1. Choose a topic that you like.
2. On a rough paper, jot down all the points related to the topic that you can think of.
3. Pick up relevant points and arrange them in sequence.
4. These points will act as the outline of the paragraph.
5. Now, frame sentences around these points and decide a proper lead sentence that would suggest the main theme.
6. Form other sentences that develop the central theme.
7. Close the paragraph with a sentence which is very impressive and sums up what the entire paragraph conveys.

We have looked at the basic features of a paragraph. Keeping them in mind let us write a paragraph on 'Forget , Forgive and Embrace to Acquire Peace'.



Topical sentence

Forget ,Forgive and Embrace to Acquire Peace

Title

Body

"I cannot forgive you because I have no grudge against you." Most people get easily offended or insulted by people who behave in a rude manner, not realizing that each and every person has a story , and unaware of the healing power of kindness. So it is important for us to forget and forgive for our own peace . If somebody has hurt us in the past , it is necessary that we talk it out with person and clear out all the misunderstanding then only we would be able to forget, forgive and finally acquire the peace. Everyone feels anger when something wrong happens to them. It is hard to think straight when things don't work as per our wishes. But when you calm down after the initial rage and sit down to ponder upon what had happened and how it affected you, you consciously forgive them. Not for their good but yours. How others act and react has never been in your control but your choice have always been. Consciously is the key here. Just forget them for their act. Forgive and then forget, it's a skill that will take years to master. But we need to practice to forget, forgive to acquire our own inner peace.

Concluding Sentence

Question for homework

NOTE: Write in notebook neatly.
Draw margin and lines with pencil
Use only blue gel pen in your notebook .

Write a paragraph of 150 words on ' What We Say We become'

Diary Writing

A Diary is a journal organized by date where you express your thoughts, feelings, opinions, and plans.

Steps

- Write the date, day and time, then start with Dear Diary (as diary is like a friend).
- Begin the entry with general sentence describing the day or momentary feelings.

- In the body, you may discuss an event, your feelings towards it. How it is likely to affect your future plans.
- Conclude with final remark and future course of action.
- A Diary should be written in the First Person and not in the second or third, i.e. - I went to the port (not he went to the city).
- A Diary doesn't need to be formal it can be written in an Informal style.

Format for Diary Writing

Diary entry format for class 7

Day, Date

Time

Salutation (Dear Diary)

.....

.....

.....

.....

.....

Signature/ Name of The writer

Sample of Diary Writing

Diary entry for class 7

A recent visit to a blind school in your city has made extremely sympathetic and thoughtful for the need of helping the physically challenged. Express your thoughts in the form of a diary entry.

Day, date

Thursday, Apr. 22nd 20xx

Time

9.00 p.m.

Body

Today's visit to the XYZ Blind School has opened my eyes to the problems of the blind people. For the first time, I came to know that the problem is more serious for those who have lost their vision later in life than those who were born blind, as they had taken more time in getting adjusted in society. But it really is a brave front that these people are putting up. The school uses special techniques to equip students with education. They try to sharpen their other senses, such as touch hearing and smell in order to understand the world around them. Their books are printed in a special type of script, Braille, which uses risen out dots to help a blind student ready by touching the lines on the page. Another lesson that the blind students have taught me, is that nothing is impossible if one has the will to do it.

Name

Pawan Saini

Question 'A and B' of your Textbooks to be done in English language fair notebooks
Note:- For reference watch the module of the Chapte Diary Writing posted for Std 8.

POEM: HIDE AND SEEK

SUMMARY:

This poem starts with a child who confidently challenges his friends to find him as he is sure that no one in his 'Hide and Seek' group would be able to win. The boy is hiding in the tool shed, which is dark with a salty smell around him. The poet tells the boy that he should curl around himself so that his feet are not visible, as he hides behind the sack of sand. Further, the poet cautions him that if he does start shouting again, he would risk drawing attention to his hideout. Another problem is the cold floor but then, children who would be searching him out would look near the bushes and so the poet advises the boy to be careful and not to sneeze.

Finally the seekers come and the boy does hear them mutter and stumble. After listening to a series of quick commands, the boy holds his breath, shut his eyes and hopes that they would not find him. Soon, The voices failed as the children move away. Finally after a long time, the boy decides to come out. However, he finds the garden empty and all quiet. All the children had gone home without him. The poet's narrator now ask him where his friends are. Thus the poem ends on the notion of mystery about the boy and his false notion of being a winner.

I.Synonyms:- Write the synonyms in your notebooks mentioned in the textbook.

II.Antonyms :-

- a. Funny x
- b. Found x
- c. Longer x
- d. Little x
- e. Unpleasant x

III. Make Sentences:-

1. careful-
2. bushes -
3. stir -
4. toolshed -
5. funny-

IV . Reference to the context:-(Answers) Pg.no 16.

1.

Ans a. 'You' is the child hiding in the tool shed.

Ans b. 'They' are the friends of the child hiding in the tool shed. They are playing hide and seek.

Ans c. ' Salty Dark' is used for the atmosphere or the state of the toolshed where the child is hiding. The

sacks in the tool shed smelled of the seaside and it was dark. Hence, the 'Salty Dark'.

Ans d. It would be wiser not to 'risk another call' as the other children looking for the child hidden in the tool

might be close.

2Ans a. 'I' refers to the child hidden in the tool shed.

Ans b. The garden is described as 'darkening' as it is evening time and no one is around. It is just the child hiding in the tool shed.

Ans c. The garden watches the child hiding in the tool shed.

Ans d. Anything doesn't stir probably because it is the evening time, when everyone including birds and insects have gone home. There is no activity and perhaps the wind is not blowing. Everything is quiet and still.

3. Ans a. The child has been hiding for long and sitting cramped in a position to hide himself from the other children.

Ans b. The child should be there for a little longer' as the child is assuming that the others might be nearby and on a look out for him. So, he must stay inside the tool shed for a little longer.

Ans c. ' They' refers to the children who were playing along with the child hiding in the tool shed. Now that he has been hiding for long, they have given up on him and probably gone back.

Ans d. 'Push off the sacks' means the child has been hiding for a long time. He should get up, push off the sacks and go out and look for his friends.

V. Question/Answers.(Answers)

B. Ans 1. The child is hiding in the toolshed in a garden.

Ans 2. The child has found a very dark and unusual place to hide. He had hidden himself behind the sacks. From the poem, one can guess that this place is not visited or used frequently by the others. So, while playing hide and seek he has used this tool shed to hide. He thinks it is the best place to hide.

Ans 3. The shade is described as a dark, dingy place not frequently used. The sacks in the shed smell of sea side and it is cold inside. It has a dark damp smell of the sand.

4. The speaker give the child hiding in the tool shed advice from time to time. Sometimes it is making oneself little in the salty dark and on other times it is not risking to call out the other children again. The speaker keeps guiding the child how to hide well from the others while playing hide and seek game.

Ans 5. The dark damp smell, the cold and the general atmosphere of the poem indicate that the tool shed is not a comfortable place.

SOCIAL SCIENCE

Chapter 1: ON EQUALITY (CIVICS)

Read the chapter and underline difficult words and write key words

Exercise:

Write questions from the book. page 122.

A. Tick the correct option:

- Ans 1. All of these
 2. Both (I) and (II)
 3. It reduces caste discrimination

B. Fill in the blanks:

1. unequal
2. Indian Constitution
3. Rosa parks
4. equality

C. Write True or False:

1. False
2. True

3. False

4. False

D. Short Answers

Ans.1. Two types of inequality that exist in India are

- a. Caste system
- b. Social inequality

Ans 2. African- Americans community faced the issues of inequality in America.

Ans 3. Omprakash Valmiki was a famous Dalit writer.

Ans 4. All the citizen of India who are above eighteen years have right to vote during election.in respective of caste,creed ,class,religion or gender.

Long Answers:

Ans.1. The reasons for starting Midday Meals Program by the government of India in schools are

- a. To improve the lives of people.
- b. To provide good meal to children.
- c. To motivates parents to send their children to school.
- d. To reduce caste discrimination
- e. To improve the physical well being of students.

Ans 2. The following steps were taken by the government to bring equality.

a. First through laws- which protects the people against social evils like discrimination based religion,caste,untouchability.child marriage.etc

Now anyone can use wells,parks and go to public places like markets,hotels

b. Second through government programmes or schemes to help the disadvantaged communities like Midday Meal Schemes for School children.

Ans.3. The Civil Rights Act of 1964 of America prohibits discrimination on basis of race,religion or nation origin.It also states all schools would be open to African-American children.Rosa parks led to its formation.

Ans 4.The role of Constitution in ensuring equality is

- a. It recognizes every person as equal.
- b. Basic human rights for all citizens of the country.
- c. No citizen shall be discriminated on grounds of religion,race,caste sex place of birth by the state.
- d. Each and every individual have access to shops, public restaurants ,hotels ,use wells roads and public places.
- e. There are several laws to ensure the dignity and equality of all citizens.

Find out the program launched out by government in the government elementary schools in India.,write five lines on it.

COMP.Sc

Chapter 1 – Advanced Features of Excel 2013

Options	Actions
Copy cells	This copies the content of the selected cell(s) to the cells indicated by the fill operation.
Fill series	This fills the cells indicated by the fill operation with the next items in the series.
Fill Formatting only	This Copies the format of the selected cell to the cells indicated by the fill operation but does not place any value in the target cells.
Fill without Formatting	This fills the cells indicated by the fill operation with the next items in the series, but ignores any formatting applied to the source cell.
Fill days or weekdays	These options change the series to days in a week (Monday-Sunday) or weekdays (Monday – Friday)
Flash Fill	This fills he cells by using the Flash Fill. It fills the values by identifying a pattern in the worksheet data.

A. Answer the following questions : -

1. Which feature of Excel would you use to create the list of numbers 1700,1701,1702,...1749 in cells A1:A50 ?

Ans. The AutoFill feature of Excel allows you to fill a range of cells with a series of data without actually typing it.

2. How will you add a list of your five friends in Custom Lists ? Explain any one method.

Ans. To import a list of items, do as follows:-

- In a worksheet, type the name of your five friends in a list. Then select the list.
- Click the FILE tab and in the menu, click Options. The Excel Options dialog box appears.
- In the left pane of the dialog box, click Advanced, and then under General, click the Edit Custom Lists... button.

- The Custom Lists dialog box appears. Verify that the cell range of the list of items that you selected gets filled in the Import List from cells text box, and then click Import. The list gets added to the list entries and Custom lists boxes.
- Click OK on both the dialog box.
- Now, in the worksheet, type the name of your friend in a cell. Click on its fill handle and drag down. The names of others following in the list will appear automatically.

3. What is Flash Fill? Explain with an example.

Ans. : The Flash Fill feature is a new feature in Excel 2013. It recognizes the data fill pattern in a worksheet and fills the remaining series accordingly. For example, to understand Flash Fill , Consider the worksheet shown in Fig 1.14, consisting of First name, Middle name, Last name and Full name. The full name column would have data that is a combination of the other three columns.

- Enter Anushka K. Jain in cell D2.
- In cell D3, start entering the first name Divya. S you do, the Flash Fill logic suggests a series of values to fill in cells D3:D5.
- Press enter to except the suggestions.

4. A worksheet has data fields – Subject and Marks. How will you sort the data in descending order of marks ?

Ans. : Consider a table of employees with their designation and salaries. In this example, we will use sorting to arrange the data in descending order of salary.

- i. Select a cell in the column according to which you want to sort the data. Here, select a cell in column D, say D2.
- ii. The command for sorting is available at two places in Excel :-
 - Click the HOME tab. In the editing group, click the Sort & Filter button . A list of commands appears. Click Sort smallest to largest for descending order .
 - The same commands are also available on the DATA tab in the Sort & Filter group.
- iii. Click the descending order option(using either of the two ways) and the worksheet will be sorted in descending order of salary.

5. What is Conditional Formatting?

Ans. Conditional Formatting is a feature that allows you to set a cell's format according to the conditions you specify. For example, using Conditional formatting, you can display numbers in a particular colour depending on whether they are greater than, equal to, or less than a certain value.

6. How will you remove the conditional formatting applied to cells A1:E5 ?

Ans. : To clear conditional formatting, click Clear Rules in the Conditional Formatting drop down menu. A submenu appears when the two options: Clear Rules from Selected cells and Clear Rules from Entire sheet. Select the preferred option.

7. A worksheet has data fields – Roll No and Total Marks, of 10 students in the cell range A1:B11. The first row is the header row. How will you display only those rows where Total Marks obtained by a student is greater than 250?

Ans.: This is another manner of applying conditional formatting in Excel. In the given worksheet, we want rows with total marks greater than 250 to be coloured blue. The steps would be:-

- Select the range A2:E6 in the worksheet.
- Click New Rules in the Conditional Formatting drop-down menu.
- In Format values where this formula is true, type '=' and then click a cell in the Total column, say E2. Delete the dollar sign (\$), before the row number and type '>250' after E2.
- Click Format. The Format cells dialog box appears.
- Click the Fill tab. Choose blue as the background colour and click Ok.

You will see the new Formatting Rule dialog box appears again. Click OK. The rows with total marks greater than 250 will now have a blue background.

8. How will you remove the Filter button applied to the column heading?

Ans.:

- Select Clear in the Sort & Filter menu in the Editing group on the Home tab.
- Click Clear in the Sort & Filter group on the DATA tab.
- Click the arrow next to Designation and select clear Filter from “Designation” or Select All in the drop-down menu.

SHORTCUT KEYS :

1. Ctrl+N : To open a new document
2. Ctrl+O : To open a document
3. Ctrl+W : To close a document
4. Ctrl+S : To save a document
5. Ctrl+F : To find a text
6. Ctrl+H : To replace text
7. Ctrl+G : Go to a page
8. Ctrl+Z : Undo last action
9. Ctrl+Y : Redo last action
10. Ctrl+P : Print a document
11. Ctrl+X : Cut selected text
12. Ctrl+C : Copy selected text
13. Ctrl+V : Paste text
14. Ctrl+A : Select entire document
15. Alt+F4 : Close application
16. Ctrl+I : Make a text Italic
17. Ctrl+B : Make a text Bold
18. Ctrl+U : Underline a text
19. F12 : To open the Save as dialog box
20. ESC or C : To cancel Print or Layout Preview

	<p>FULL FORMS :</p> <ol style="list-style-type: none"> 1. VIRUS – Vital information resources under seize 2. WORM- Write once read many 3. BIT- Binary digit 4. LISP – Locator Identifier Separation Protocol 5. Basic – Beginners All Purpose Symbolic Instruction Code 6. CD – Compact Disc 7. DVD – Digital Versatile Disc 8. MPEG – Moving Pictures Experts Group 9. LCD – Liquid Crystal Display 10. LED – Light Emission Diode 11. USB – Universal Serial Bus 12. UPS – Uninterrupted Power Supply 13. VDT – Visual Display Terminal 14. AI – Artificial Intelligence 15. IT – Information technology 16. BIOS – Basic Input Output system 17. CUI – Command User Interface 18. GUI – Graphical User Interface 19. RAM – Random Access Memory 20. ROM – Read Only memory
<p>SANSKRIT</p>	<p>पाठ – 5 द्वितीया विभक्ति (कर्म कारक)</p> <p>[1] दिए गए संस्कृत शब्दों के अर्थ लिखें एवं याद करें गुरुजनान्, मन्त्रान्, गृहकार्यम्, इतस्ततः, आनयति, भोजयति, पाठयति, प्रणमामि</p> <p>[2] द्वितीया विभक्ति के रूप (पृष्ठ संख्या – 17) तीनों लिङ्गों एवं वचनों में याद करें </p> <p>[3] अभ्यास प्रश्न संख्या 1, 3, 4, 6 कॉपी में लिखें </p> <p>पाठ – 07 तृतीया विभक्ति (करण कारक)</p> <p>[4] दिए गए संस्कृत शब्दों के अर्थ लिखकर याद करें :- चरणाभ्याम्, विमानेन, जिघ्रामि, ताडयति, क्षालयन्ति, मापयति, सिञ्चामः, अङ्गानि</p> <p>[5] तृतीया विभक्ति के रूप (पृष्ठ संख्या – 25) याद करें </p> <p>[6] अभ्यास प्रश्न संख्या 1, 4, 5, 6 कॉपी में लिखें </p>

Dr.Rachana Nair
Director Academics